

# To Have or Have Not: What's In Our Collection

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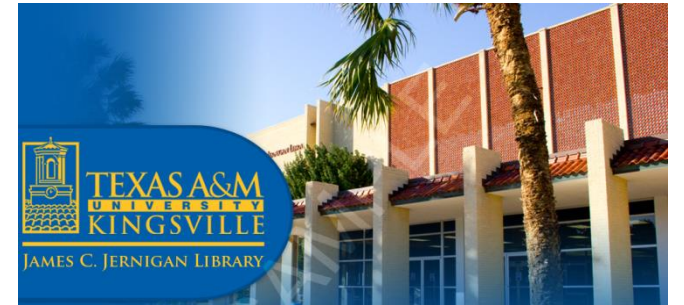
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To Have or Have Not: What's In Our Collection

# **BACKGROUND**

# Background: TAMUK

- Texas A&M University-Kingsville
  - Federal depository since 1944 
  - Books/monographs
    - 653,000 (98,000 Federal documents)
  - Microforms
    - 424,724 (335,000 Federal documents)
  - Online/E-books
    - 270,000 (71,000 Federal documents)



# Background: Inventory I

- Why inventory?
  - Ensure library materials properly shelved
  - Reconcile catalog with actual holdings
  - No inventory since 1990s
    - Documents not included in 1990s inventory
      - Specific documents issues
    - Anecdotal evidence – mistakes & missing materials
      - Locations have “migrated”

# Background: Inventory II

- Administrative Team discussion
  - Inventory project discussed late in 2015
    - What will be included?
    - All physical items except bound periodicals & microforms
  - Admin Team discussion regarding documents
    - Since 1990s, all monographic documents cataloged
    - Retrospective 5-year load in 1998 never verified
    - Decision to inventory monographic documents

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# **INVENTORY PROCESS**

# Planning

- Inventory Control Project Taskforce formed to plan & execute inventory
  - Coordinators: Head of Circulation & Head of Technical Services
    - Other members: Associate Director for Public Services, Head of Library Systems
    - More than 10 other library personnel and student workers helped perform barcode scanning, shelf-reading, etc.

# Preparation I

- Preparation – software & hardware
  - Five scanners purchased
  - Telnet client to connect to Sierra Admin Corner
  - FTP client
    - Necessity of bypassing campus firewall



# Preparation II

- Preparation – steps before inventory
  - Effort made to have materials returned to library
  - Investigate billed materials
  - Generating and reviewing shelf lists created in Admin Corner (Sierra)
  - Training on use of scanners
  - Full test run-through of process

# Process Overview

- General process
  - Scan selected area with barcode reader
    - Maximum of 5,000 records
  - Download file to FTP staging area
  - Upload file to Sierra
  - Compare file
  - Determine and fix problems



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# **CREATING & PROCESSING INVENTORY LISTS**



# Create Barcode List

Scan range of materials

New\_inv.txt - Notepad

File Edit Format View Help

```
h:31481008538519  
n:31481008538501  
n:31481008256807  
n:31481008256799  
n:31481008256781  
n:31481008533973  
n:31481008256666  
n:31481008256625  
n:31481008256617  
n:31481008256609  
n:31481008256583  
n:31481008515798  
n:31481008515764  
n:31481008515772  
n:31481008515780  
n:31481008515806  
n:31481008515814  
n:31481008515756  
n:31481008254554  
n:31481008511292  
n:31481008511300
```

# Transfer File to FTP Server

## Transfer File

htdocs - b7\_17202640@ftp.byethost7.com - WinSCP

Local Mark Files Commands Session Options Remote Help

Synchronize Queue Transfer Settings Default

b7\_17202640@ftp.byethost7.com New Session

C:\ Local Disk /htdocs

Name	Size	Type	Changed
AMD		File folder	8/5/2016 11:27:58 AM
Intel		File folder	4/1/2016 10:14:59 AM
PerfLogs		File folder	7/10/2015 6:04:22 AM
Program Files		File folder	9/26/2016 1:36:33 PM
Program Files (x86)		File folder	9/27/2016 9:24:53 AM
Sierra Desktop App		File folder	2/4/2016 3:39:17 PM
System.sav		File folder	1/5/2016 1:38:09 PM
Users		File folder	7/18/2016 8:51:21 AM
Windows		File folder	9/27/2016 8:05:41 AM

Name	Size	Changed	Rights	Owner
INVENTORY		7/6/2016 12:12:42 PM	rw-r-xr-x	17202640
m		9/18/2016 12:06:04 AM	rw-r-xr-x	17202640
files for your website ...	0 KB	1/19/2016 8:45:03 AM	rw-r--r--	0
index.html	2 KB	5/12/2016 11:21:43 AM	rw-r--r--	17202640
index2.html	3 KB	1/19/2016 8:45:03 AM	rw-r--r--	0

0 B of 0 B in 0 of 9 12 hidden 0 B of 3,947 B in 0 of 5

FTP 0:01:31

# Open Sierra Admin

## Circ Subsystem – Telnet

```
*** Copyright Innovative Interfaces Inc ***  
*** CIRCULATION SUBSYSTEM ***
```

```
M > Check MISSING items  
R > RAPID updating (Item records only)  
B > BATCH checkin  
P > PROCESS PC transactions  
S > Circulation STATISTICS  
A > Re-send AUTONOTICES
```

```
Q > QUIT
```

```
Choose one (M,R,B,P,S,A,Q) _
```

# Process PC Transactions

```
*** Copyright Innovative Interfaces Inc ***  
*** PROCESS PC TRANSACTIONS ***
```

```
F > Transfer circ transactions from PC using IFTS
```

```
V > VIEW messages from processed CIRC transactions
```

```
C > COMPARE inventory to shelf list
```

```
Q > QUIT
```

```
Choose one (F,V,C,Q)
```

# File Transfer Menu

Transfer the file

## FILE TRANSFER SOFTWARE

- 1 > 172.16.1.33
- 2 > 172.16.1.35
- 3 > 204.7.170.3
- 4 > 207.71.42.10
- 5 > edx.oclc.org
- 6 > etsupp.com
- 7 > ftp.byethost7.com



# Get Menu

## Get the File

```
>UNIX< Get File From Remote Site [AS]
REMOTE[ftp.byethost7.com]: /
-----
Action          Size  File Name
  1 >           0  .override
  2 >           0  DO
-----
|/htdocs
| 1 > .
| 2 > ..
| 3 > INVENTORY
| 4 > m
-----
+-----+
|Key a number or |Key a number or
|Key a number    |V > VIEW files          E > ENTER a path name
|C > CUIT        |U > UP a directory
```

# Get File from Remote Site

## Choose file

```
>UNIX< Get File From Remote Site  
REMOTE[ftp.byethost7.com]: /htdocs/INVENTORY  
-----  
Action          Size  File Name  
1 >             376  New_inv.txt  
2 >            20396  inv.txt  
3 >           147743  reference.txt  
GET 4 >           163850  upload.txt
```

# Download from FTP Server

```
>UNIX< Get File From Remote Site [bin  
REMOTE[ftp.byethost7.com]: /htdocs/INVENTORY
```

```
upload.txt |-----|-----| 100%  
           0         50        100
```

```
GET      3 > 14+-----+  
         4 > 16| MESSAGE BOX |  
         | local: upload.txt remote: upload.txt |  
         | 200 PORT command successful |  
         | 150-Connecting to port 60555 |  
         | 150 160.0 kbytes to download |  
         | 226-File successfully transferred |  
         | 226 0.584 seconds (measured here), 273.84 Kbytes per |  
         | second |  
         | 163850 bytes received in 0.73 secs (2.2e+02 Kbytes/sec) |  
+-----+
```

# Process PC Transactions

```
*** Copyright Innovative Interfaces Inc ***  
*** PROCESS PC TRANSACTIONS ***
```

```
F > Transfer circ transactions from PC using IFTS
```

```
V > VIEW messages from processed CIRC transactions
```

```
C > COMPARE inventory to shelf list
```

```
Q > QUIT
```

```
Choose one (F,V,C,Q)
```

# Compare File

## INNOPAC Inventory Function

P > PRINT shelflist, with circulation status  
C > COMPARE file of barcodes to shelflist  
T > TRANSFER file of barcodes to a Review File  
Q > QUIT  
Choose one (P,C,T,Q)

# Inventory Files

## INNOPAC Inventory Function

Files To Compare	Date Created	# of Items
01 > rdi0429102952	04-29-16 10:29AM	2629
02 > rdi0429104008	04-29-16 10:40AM	2629
03 > rdi0502063806	05-02-16 06:38AM	357
04 > rdi0511102918	05-11-16 10:29AM	110
05 > rdi0511104632	05-11-16 10:46AM	110
06 > rdi0511104739	05-11-16 10:47AM	110
07 > rdi0511104858	05-11-16 10:48AM	110
08 > rdi0512063602	05-12-16 06:36AM	110
09 > rdi0512103542	05-12-16 10:35AM	110
10 > rdi0512112632	05-12-16 11:26AM	110
11 > rdi0519020616	05-19-16 02:06PM	110
12 > rdi0527073600	05-27-16 07:36AM	110
13 > rdi0702090720	07-02-16 09:07AM	9103
14 > rdi0706121406	07-06-16 12:14PM	8207

---

File #3 selected

I > INCLUDE only items at U.S. DOCUMENTS

R > RETURN to previous menu

S > Off-shelf STATUS codes

A > List ALL items

# Inventory Report I

SHELF LIST INVENTORY REPORT Wed Sep 28 2016 for LOCATION U.S. DOCUMENTS

Beginning barcode and call #	31481007001287	C 56.252/3:972/ 33
Ending barcode and call #	31481007011823	CC 1.1: 976

Total number of items that exist in this range	904
Number currently checked out	0
Number of items with off-shelf status	0
Number expected to be on the shelf	904

A. Number of barcodes in input file	356
B. Number of barcodes in input file that do not belong in this area of the shelves	28
C. Number of barcodes in input file that are in wrong place in this area of the shelves	196
D. Number of barcodes that are MISSING from the input file	546

DETAIL REPORT FOR LOCATION U.S. DOCUMENTS

# Inventory Report II

17. ERR missing	001006	C 56.252/3:972/ 17	1972 census of whole
18. ERR missing	001014	C 56.252/3:972/ 16	1972 census of whole
19. ERR missing	000958	C 56.252/3:972/ 15	1972 census of whole
20. ERR missing	000941	C 56.252/3:972/ 14	1972 census of whole
21. ERR missing	000933	C 56.252/3:972/ 13	1972 census of whole
22. ERR missing	000925	C 56.252/3:972/ 12	1972 census of whole
23. ERR missing	000917	C 56.252/3:972/ 11	1972 census of whole
24. ERR missing	001063	C 56.252/3:972/ 10	1972 census of whole
25. ERR missing	001055	C 56.252/3:972/ 9	1972 census of whole
26. ERR missing	001048	C 56.252/3:972/ 8	1972 census of whole
27. ERR missing	001030	C 56.252/3:972/ 7	1972 census of whole
28. ERR missing	000909	C 56.252/3:972/ 6	1972 census of whole
29. ERR missing	001022	C 56.252/3:972/ 5	1972 census of whole
30. ERR missing	000859	C 56.252/3:972/ 4	1972 census of whole
31. ERR missing	000867	C 56.252/3:972/ 2	1972 census of whole
32. ERR missing	000875	C 56.252/3:972/ 1	1972 census of whole



# Problems Encountered

- Scanner Capacity
- Accuracy of Scans
  - Some scans had to be re-scanned
- Keeping Momentum Going
  - After initial effort, a slowdown

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# CONCLUSIONS

# To Inventory or Not

Bibliographical control is a form of power, and if knowledge itself is a form of power, as the familiar slogan claims, bibliographical control is in a certain sense power over power, power to obtain the knowledge recorded in written form.

– Patrick Wilson, *Two Kinds of Power: An Essay on Bibliographic Control*, U of California Press, 1968.

## Physical Government Information Items (excluding microforms and online access materials)

**2014**

**108,409**

**2016**

**98,382**

# Final Thoughts

- Inventory is crucial element of bibliographic control
  - All materials require inventory
    - Ability to do inventory assumes bibliographic control (cataloging/metadata)
    - Microforms are a current emphasis at TAMUK
      - “Microforms, like other library collections, should be made accessible via comprehensive bibliographic control.” *Managing Microforms in the Digital Age*, ALCTS

Thank you!

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